

## **BRAINERD MEMORIAL LIBRARY BOARD OF TRUSTEES**

October 23, 2018

**PRESENT:** Liz Anderson, Carl Conrad, Marijean Conrad, Pam Crum, Lynne Cooper, Cheryl Czuba, Tom Piezzo, Myra Aronow, Lorraine Riess, Kent Jarrell, Alma Zyko

**ABSENT:** Emily Smith, Mary Karkutt-Kulak

Meeting called to order at 7:02 P.M. by President Marijean Conrad

### **PUBLIC COMMENT:**

**SECRETARY'S REPORT:** Minutes of September 25, 2018 were approved with one correction. Carl/Cheryl

**PRESIDENT'S REPORT:** President Marijean provided a document: Best Practices in Connecticut Public Libraries: Governance, which included information pertinent to Board members. She expressed appreciation for the increased work of Board members. The BOT will meet in November but not December.

**DIRECTOR'S REPORT:** **1.** New VoIP (voice over internet protocol) telephone system is to be installed in November. Voice mailboxes, unlimited simultaneous calling, call forwarding and FAX machine are to be replaced with integrated faxing via the public multifunction copier. **2.** Tom co-moderated at two district debates (state senator and state representative) with 300+ attendees total. Also, BML outreach at Senior Info Expo was with 50+ engaging at our table, and Seed Library Talk to Madison Garden Club was to 45 members. **3.** Library Hop blog is up to 656 followers and was launched 8 months ago. **4.** Tom met with new H-K Youth and Family Services director, Lori Rudifer. BML will support their transition with peer instruction and partner on HKYFS events and initiatives. **5.** BML is hosting programs displaced by the construction at the Senior Center. **6.** BML Halloween party had 70 participants.

**BUILDING & GROUNDS:** **1.** A chart was presented to the Board showing updated figures for repair and renovation of 916 Saybrook Road. Because the damage and code violations were more extensive than previously thought, an additional \$15,000 was requested and the Board approved the request. Kent/Cheryl **2.** The date to put the property on the market has been delayed until December. **3.** The committee discussed a new security system, purchasing a generator and a new telephone system. **4.** Chrs Gamache, Town Fire Marshall, has reviewed the layout of the Library building for appropriate fire evacuation routes and found it acceptable. Interior Renovation: No report.

#### Exterior Project - Part A and Part A'

Marijean, Whitney Huber and Tom attended the P&Z meeting on 10/4 where the revised plans for Part A (lighting – eight 10' poles) and new plans for Part A' (four 10' poles and one 12' pole) were presented. The plans were approved with compliments.

**DEVELOPMENT & PLANNING:** 1. Brochure is done and mailed. 2. Donor Reception, Saturday, December 1st 6:30 - 8:00. Plan is for about 75 attendees. Lorraine arranged the music, a classical guitarist. Mary Ellen arranged the wine through Hiway Package Store. Elizabeth will obtain food donations and contact trustees to fill in as needed. Marijean will provide non-alcoholic punch. Tom indicates there are 3 library staff who will help out. Trustees are requested to show up one hour beforehand to help set up. 3. Volunteer Holiday Party is December 12, 2018. Tom will work on gifts. Trustees should plan to supplement the food offerings and show up early to help set up. 4. Committee will work on fundraising schedule to give to Lynne by the end of March, 2019.

**CAPITAL PLAN:** The committee will meet October 24 to define their purpose, their dollar goal, their tools, and the target market. It will meet separately with Planning and Development and Friends committees before deciding when to begin solicitation.

**BUDGET/FINANCE:** 1. Charts presented were: YTD Financial Review, Balance Sheet, Payroll Detail, P&L, Merrill Lynch Versus Vanguard, a 12 Month Review, and Renovation Projects Capital Spending Forecast 2. After reviewing the 12 month performance (10/1/17-9/30/18) of the ML Account versus the aggregated 50% to 70% allocation funds within the Vanguard Account umbrella, the Committee decided to close the ML Account over the balance of the calendar year and consolidate and apportion the entire I/E Account within these 2 funds. 3. Strategic Financial Plan: It was agreed that, BML would request 5/6 funding from the Town for LNEXC. 4. The Committee also reviewed Library Capital estimates for the two Renovation Projects through the 2022 FY. It is expected that funding for the Exterior Project (226K net) will come almost entirely from proceeds of the sale of 916 Saybrook Road. 5. It is expected that funding for the Interior Project (360K gross) will come from a mix of Town support and the Capital Campaign with the Capital Campaign raising funds for both projects. 6. Financial Transparency: The Committee concluded that a simplified financial summary should be prepared to appear on the website, and in an annual report. Carl agreed to work with Kent on this with a target for completion by 12/31/18. 7. The committee plans to give the Capital Improvement Plan and the 2020 FY Budget to the town by November 30.

**FRIENDS:** 1. The Friends and library staff made over \$1200.00 on the Big Book and Baked Goods sale with 7 Board members and 5 patrons helping. A special thank you to library staff, Robbie Marshall, Brenda Laflin and Tom Piezzo for their incredible support. 2. A thank you celebration was held after the Friends meeting on

September 27. **3.** Approximately 200 boxes of books, left over from the sale were donated to Discover which sells them to schools and nonprofit organizations. **4.** The Friends donated money for the new bike rack which Tom reports is being used. **5.** With the assistance of librarian Robbie Marshall, the Book Nook has added some new features: a display table in the Reading Room, trade paperbacks and art books in more visible locations, a featured author of the month, new signage, and a sorting system in the upstairs closet. Also, mystery bags of books will be set up. Robbie continues to sell books online through Amazon but is offering lower prices to compete with volume dealers. **6.** The Friends renewed their membership in the Friends of Connecticut Libraries.

**NOMINATING COMMITTEE:** Pam is working on creating an information packet to give to new Board members.

**PERSONNEL & POLICY:** **1.** Revised accident and incident forms were presented to the Board. The forms have been reviewed by an attorney. **2.** Marijean will combine two volunteer forms into one form for volunteers to fill out. **3.** Tom and the Fire Chief prepared an interim emergency evacuation policy which will be rewritten when renovations are complete. **4.** Tom revised the donations policy to reflect current practices and will add a section for the Capital Campaign. **5.** A nondisclosure form was created for trustees but the committee is still working on one for staff or volunteers. It was suggested that an attorney review it. **6.** Trustees will sign the current conflict of interest form and Liz will create a form for others whose interests might conflict with Board activities.

**STRATEGIC PLANNING:** Lynne received input from the Board members on deliverables. Lynne and Tom will speak with Chris Dobbs Wednesday, October 24, on folding specific deliverables into the plan with accountability and dates. Chris will add ways to measure deliverables to show that they are completed.

**UNFINISHED BUSINESS:** Motion was made and passed to approve the modified version of Article VI and VII of the bylaws. (Carl, Kent) Tom will put the updated bylaws on the library website.

**NEW BUSINESS:** There was a discussion of Tom's sample donor invitation. Liz and Pam will finalize it.

Meeting adjourned at 8:43 P.M.

The next meeting will be Tuesday, November 27, 2018 at 7:00 P.M.

Respectfully submitted:

Alma Zyko, secretary

(approved)